



# Michelson Weekly Update

Tuesday, December 19th, 2023

## PROPERTY MANAGEMENT



### 1. BLUE BOOK REMINDERS - attachment

Thank you to the following properties for having all of your Blue Book reports current.

Kensington West	Preston Run	The Orion	Corbin Crossing	230 Building
Orchard Village	Terraces at Forest Springs	Trace Apartments	Alinea Town & Country	
Carrington Park	Boulder Creek	Walden Crossing	Bramblett Hills	
Fenwick Place	Westshore Colony	Walden Glen	Southmoor	
Panther Creek Parc	Harper's Point	Whispering Hills	Park Forest	

- **Past Due from 10/31-Fire Inspections**-Hermitage
- **Past Due from 11/22-Resident Questionnaire Recap**-Vineyards
- **Due 12/21-Resident Questionnaire Recap**-Park Forest, Bramblett Hills, Whispering Hills
- **Due 12/22-1Q Marketing Plan**
- **Due 12/29-2024 Major Projects List**
- **Due 12/29-Fire Inspections**- Kensington West, Panther Creek Parc
- **Due 12/31-Administrative Checklist**-Preston Run, Terraces at Forest Springs
- **Due 01/02-Monthly Property Summary**
- **Due 01/02-Market Study**
- **Due 01/22-Resident Questionnaire Recap**-Boulder Creek, Carrington Park, Terraces at Forest Springs, Corbin Crossing
- **Due 01/31-Rent Level Status**
- **Due 01/31-Fire Inspections**-230 Building, Walden Crossing, Vineyards

If you are not listed above or have any question on what is still due for your community, please email reports and/or questions to [reports@michelsonrealty.com](mailto:reports@michelsonrealty.com).



### 2. WEEKLY RECAP FOR GOOD CALL & REVIEWS-attachment

Please review the weekly recap for Good Calls & Reviews for 12/11-12/17 with your team!





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### 3. MICHELSON MANUALS PAGE PASSWORD UPDATE-2<sup>nd</sup> reminder

The Michelson Manuals page password has been updated to below. Please make sure your team is aware for when they need to login next time.

<https://www.mrc-info.com/tmomanuals/index.php>

ID: MichelsonTeam

PW: Everest900MRC23

### 4. END OF YEAR VENDOR EMAIL/LETTER INSTRUCTIONS FOR INVOICES-2<sup>nd</sup> reminder

Teams, with year-end quickly approaching, please see the attached, updated instructions for emailing or sending letters to vendors to obtain currently open invoices to make sure they're getting paid prior to 2023's year-end. If you have any questions or issues with the documents, please reach out to [mattd@michelsonrealty.com](mailto:mattd@michelsonrealty.com). Make sure this is getting done immediately so you're getting all of your invoices in on-time!

### 5. CONGRATS MEMO FOR DECEMBER 2023-attachment-2<sup>nd</sup> reminder

Please see the attached Congrats Memo for December 2023 with your team!

### 6. RENTCAFE CRM-2<sup>nd</sup> reminder

The monthly update is scheduled for 12/13/2023. Please clear your browser history following the release to ensure CRM continues to perform as expected.

### 7. YARDI VOYAGER-2<sup>nd</sup> reminder

The Expiring Leases by Unit Type w/ Target Comparison Report has been corrected to remove the duplicating dates and to reflect the scheduled renewals properly.

### 8. 2023 YEAR END CUT OFF INFO-attachment-2<sup>nd</sup> reminder

Year-end is just around the corner. Please note the timing of the **two key** points below for all properties:

#### 1. To Ensure Expenses are in 2023 business:

To make sure that expenses show up in your property operating statement for 2023, invoices need to be batched and posted as a payable before Dec. 22. The month end close is scheduled for 2:00 pm on Dec. 22.



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### 2. Any Checks being paid to Vendors prior to year-end:

All invoices that have been batched, approved and received at the central office by December 11, 2023 will be processed and paid before the end of the year. If the invoices are received after December 11, 2023 the vendor check will be processed in January 2024.

### GENERAL TIMING OF INVOICES THROUGHOUT THE YEAR:

Please also note the second to last paragraph of the attached Section 5 from the Property Operations Manual. As indicated, as a general rule all batches received by Friday, will be processed for payment on the following Thursday. We appreciate your understanding of this timing so that we can process everyone's payments in a timing manner. Thanks!!

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9. LEASING/MARKETING TIP OF THE WEEK –

### ***Offer Special Holiday Services, Like Gift Wrapping***

*Shopping during the holiday season can be stressful so customers will appreciate anything extra your business does to make it easier on them. If you have a physical location offer gift wrapping for your customers. They'll appreciate being able to check things off their to-do list before even leaving your clubhouse. Plus, if you go above and beyond with the wrapping and decorations customers are sure to remember that, and whoever receives the gift might even inquire about where it's from because it's wrapped so beautifully. Also consider offering holiday-themed gift cards for the goods or services that your business does offer.*

If your team has any unique marketing ideas, please send them to [meghang@michelsonrealty.com](mailto:meghang@michelsonrealty.com)



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“I find that the harder I work, the more luck I seem to have.”

Thomas Jefferson  
American President  
1743-1826